

## RFP 2008 QUESTIONS AND ANSWERS

**1) QUESTION:** I am inquiring about CFDA 66.034 RFP No. EPA-R5-IAQ-FY08. Our organization has four states that are in region 5. If more than one of our states is interested in submitting an application for the Asthma/ETS program, is that acceptable as long as the geographic location of the projects is different?

**ANSWER:** Yes, if one or more of your states is interested in submitting an application for Asthma-ETS projects they can, as long as the geographic locations are different.

**2) QUESTION:** I have a question regarding multiple grant applications from the same organization. Our agency is considering applying separately for both the Asthma-ETS and Healthful Schools parts of the RFP. Will this be detrimental to each application? I am guessing that it won't be detrimental to either application, but both will be competing for a limited number (3) of awards.

**ANSWER:** Your agency can send proposals for these two **separate** projects. Each proposal will be evaluated separately even if the proposals are submitted by the same applicant. **Each project must be separate.**

**3) QUESTION:** I have been trying to download the grant application form from the web site and it says it's a damage file. Would you please send that to me?

**ANSWER:** Below are copied and pasted pdf application forms.

<http://www.epa.gov/ogd/forms/adobe/SF424.pdf>  
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%201.pdf>  
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%202.pdf>  
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%203.pdf>  
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%204.pdf>

**4) QUESTION:** Can the budget for each of the 2 years of the project be slightly under \$40,000? Is it okay if the budget is not a full \$40,000 each year?

**ANSWER:** Yes, the budget can be slightly under \$40,000 for each or either of the two years. As stated in the RFP, the budget for each of the two years must not exceed \$40,000 per year. All funding is subject to availability and performance acceptability.

**5) QUESTION:** If a project develops a new training delivery method (e.x. developing an on-line training course as opposed to traditional in-person training) while using the same materials and not developing new resources, is this meeting the RFP criteria?

**ANSWER:** The RFP states that, "Funding must not be expected to develop any new resources or to purchase educational materials." If you are using existing materials and are not developing new ones, then you are meeting the RFP criteria. Whether you present these materials in a

traditional in-person workshop training or training people on-line, you are using existing materials. Developing a new delivery method, such as on-line training, is not considered as developing new resources.

**6) QUESTION:** I have question regarding proposing work that would supplement and strengthen the work of another project that is funded through another Federal agency other than EPA.

We have received a three year grant through another federal agency to work with three organizations to fully train, mentor and support indoor air projects in effectively assessing and carrying out interventions to significantly improve indoor air quality (IAQ) in homes with serious and multiple IAQ problems related to mold, moisture, inadequate ventilation and the presence of allergens. The homes will receive remediation, modification and maintenance upgrades.

We see how this EPA asthma/ETS education opportunity could build upon the work being done through this grant project regarding IAQ, by targeting families with an asthmatic in the household. The IAQ education could also be provided to community workers of these organizations. Is there any reason these activities would not be recommended as an addition to this project? Would supplies that reduce asthma triggers, such as bed/pillow covers, cleaning supplies, etc., be something that could be requested through the EPA opportunity, along with asthma education/asthma trigger assessment costs?

**ANSWER:** You can submit a proposal for a project to compliment an existing project that is currently being funded by a grant from another Federal agency. From what you are describing, this could be an example of leveraging funds. The RFP states:

*Applicants should demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/ cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).*

In response to your second question about budgeting for supplies that reduce asthma triggers, such as bed/pillow covers, cleaning supplies, etc., that may be fine too as long as it is for educational purposes. For example, the supplies will support asthma education of how to control asthma triggers, or the supplies will be used as part of a case study in asthma outreach, in which

you will be checking your progress before and after intervention and see how well distributing these supplies (bed/pillow covers, cleaning supplies, etc.) reduces asthma triggers.

The EPA grant cannot pay for supplies such as bed/pillow covers, cleaning supplies, etc., because the statutory authority for the grant, CAA 103(b)(3) only authorizes grants for outreach, training, research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. We cannot fund the supplies used for the actual elimination of asthma environmental triggers, unless they are a new and innovative approach. The training and education regarding asthma must be limited to the environmental triggers of asthma. It cannot involve the medical management of asthma.

Also stated in the RFP:

*Funding must not be expected to develop any new resources or to purchase educational materials. It is however, acceptable to purchase supplies that will support environmental education.*

**7) QUESTION:** I am a member of our (State) Healthy School Action group and was referred to your grant process. I am an author who writes a children's book series on health, and one of my books focuses on asthma. I give programs to hospitals, associations (like ALA), and schools on asthma education. These are very successful and effective workshops, and I am wondering how I can apply for a grant to assist our State's kids. Let me know how to proceed and if an individual can receive funds here.

**ANSWER:** Individuals are not eligible to receive funds under this grant. Eligible applicants under this grant are: States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions.

**8) QUESTION:** Is the above entitled RFP for organizations located within Region 5 of the United States, or can they be located anywhere in the US? Please advise.

**ANSWER:** Anyone can submit a proposal even from outside of Region 5 but the projects must take place within EPA Region 5 States of: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

**9) QUESTION:** I was wondering if you could tell me where I can find information on what grants were previously funded for TfS work. Is there some place online I can go to see previously funded applications? We'd like to submit for the current grant but want to do our homework first.

**ANSWER:** We do not have this information available online. You may have to submit at Freedom of Information Act (FOIA) request. Attached is the website for more information.  
<http://www.epa.gov/foia/broc.htm>

**10) QUESTION:** I have a few questions concerning the Indoor Environments Grants program that I hope you can please answer.

- 1) Is this a very competitive program?
- 2) Must funded applicants provide matching funds?

**ANSWER:** This is a competitive program. However, we encourage eligible organizations to apply. There is no applicant requirement for matching contributions. If an applicant is selected from the competition and there were no matching funds, they will not be required to provide a match in the final application. Although there is no applicant matching requirement, leveraging funds will be considered as an evaluation criterion during the selection process. Keep in mind, there are various factors that are considered during the selection process.

**11) QUESTION:** I will be submitting for the (State/Agency). Regarding Threshold Eligibility, do we need to submit a scanned document indicating that we are a non-profit organization? Or are we considered a governmental entity that does not require verification?

**ANSWER:** You are considered a governmental agency, therefore, you do not need to submit a document indicating that you are a non-profit organization. Only non-profit organizations need to provide this information.

**12) QUESTION:** Can environmental asthma trigger prevention products, such as, allergen-proof mattress covers and air filters be purchased with this grant?

**ANSWER:** Please see the answer to Question #6 above. It is a similar question.

**13) QUESTION:** I am completing our application for a Region 5 2008 Indoor Environments Grant and I see the application packet has downloaded into Adobe PDF format. Usually, this downloads into the Pure Edge Viewer. The application is saving correctly so far, but I want to be sure this will submit correctly in the Adobe format. Could this be an error?

**ANSWER:** This should be correct. We moved to Adobe from Pure Edge. After you submit your application through grants.gov, you should be receiving a confirmation of receipt from EPA within 30 days of the proposal deadline. If you do not receive a confirmation of receipt from EPA within 30 days of the proposal deadline, please contact Helen Tsiapas at (312) 886-7901 or at [tsiapas.helen@epa.gov](mailto:tsiapas.helen@epa.gov). If you'd like, after you have submitted your application through grants.gov, send an email to Helen Tsiapas, indicating that you just submitted an application through grants.gov and the date of submittal.

**14) QUESTION:** I have a question regarding indirect charges. Other R5 EPA applications have stipulated a maximum of 10% indirect charges paid through grant funds. Does this apply to this opportunity as well? The Detailed Budget description on page 14 of the RFP implies that an organization's federally negotiated rate may be included in the grant request even if it is a rate of more than 10%.

**ANSWER:** You may use the negotiated indirect cost rate for this grant regardless of the amount.

**15) QUESTION:** I need clarification about the Cover Letter and total pages. If I have a one-page cover letter, can I add an additional page to the proposal (6pp), still making the total pages seven?

**ANSWER:** Yes, it is okay to have a cover page that is only one (1) page long and the proposal is six (6) pages long. Make sure you include all required information on the cover page. As long as the cover sheet and proposal (including budget page) MUST NOT exceed seven (7) pages in length. Anything beyond 7 pages will not be reviewed.

**16) QUESTION:** Should we include a cover page for the proposal or does the cover letter constitute the cover page? If a cover page is used, does it count toward the 5 page limit?

**ANSWER:** The cover letter constitutes the cover page. It should include all the necessary information we need. Please see page 11 of the RFP. If a cover page is used, it will count towards the 7 (total) page limit. Remember, the cover letter and proposal must not exceed 7 pages. We will stop reading past page 7.

**17) QUESTION:** Are pre-schools, child care centers and the like considered "schools" under the EPA's Strategic Plan and the rfp IAQTFS priority area? In other words, can we target child care providers and schools or should we target just schools (k-12)?

**ANSWER:** Yes, pre-schools and child care centers are considered "schools."

**18) QUESTION:** When looking for "numbers reached" do you prefer to see projections (eg 100 school staff trained, 20 walk-throughs completed, etc) or is it sufficient to state that numbers will be tracked (without trying to make a numerical prediction)?

**ANSWER:** We want a numerical prediction and not simply a statement that numbers will be tracked.

**19) QUESTION:** Could you please tell me if mattress covers and roach bates are allowable costs under this grant opportunity?

**ANSWER:** Please see the answer to Question #6 above. It is a similar question.

**20) QUESTION:** I'm not sure if my proposal and application are going through to grants.gov. I have not received a confirmation as I have when I submitted through grants.gov in the past. Can I submit through grants.gov and also send you a hard copy or email my proposal?

**ANSWER:** Please contact Grants.gov support at: [support@grants.gov](mailto:support@grants.gov), or at the Grants.gov Contact Center Phone: 1-800-518-4726. The Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Time. They are closed on [Federal Holidays](#). Check out the website at <http://grants.gov/contactus/contactus.jsp> for more information. Or, if you feel more

comfortable, you can send Helen Tsiapas a **hard copy** of your proposal package along with having submitted it electronically through grants.gov. Another option, as mentioned in Question #13 above, you can submit the package through Grants.gov and send Helen an email letting her know that you submitted through grants.gov.

**DO NOT SEND YOUR PROPOSAL PACKAGE THROUGH EMAIL! THIS WILL NOT BE ACCEPTED! NO EMAIL SUBMISSIONS WILL BE ACCEPTED! ONLY HARD COPIES OR PROPOSALS SENT THROUGH GRANTS.GOV WILL BE ACCEPTED FOR REVIEW. EMAIL SUBMISSIONS WILL BE DISQUALIFIED.**

**21) QUESTION:** Can a project be targeted to one specific geographic area?

**ANSWER:** Yes, your project can be targeted to one geographic area, for example, schools within a targeted city or county. As long as the projects are in the Region 5 States, they qualify.

**22) QUESTION:** Can we partner with other organizations for this project?

**ANSWER:** Yes, we encourage partnering with other organizations. That helps leverage resources and future sustainability of the project.